

MEMORANDUM

PCBN3 (revised 10/21/99)

TO: MICROCOMPUTER BUYER

RE: ADDITIONS TO THE BRAND NAME MICROCOMPUTER CONTRACT INDICATED

REQUESTING AGENCY INFORMATION

Signing of this form by an agency representative will indicate the agency's intent to purchase the items listed below should they be added to the referenced contract. The requesting agency is to indicate in the quantity column their estimated annual usage for each item.

AGENCY NAME AND ADDRESS:

AGENCY SIGNATURE / DATE:

PHONE NUMBER:

FAX NUMBER:

PRIME VENDOR INFORMATION

CONTRACT NUMBER:**VENDOR NUMBER:**

VENDOR SIGNATURE / DATE:

PHONE NUMBER:

FAX NUMBER:[illegible]

NOTE: The vendor is to provide a part number, description and pricing in the space provided above and attach the PRINTED PRICE LIST as explained in the procedures. Descriptive literature may be required for review.

STATE PURCHASING OFFICE

APPROVE

DISAPPROVE

DATE _____